INSTRUCTIONS
for the
USE AND CARE OF THE
DEMOUNTABLE
TYPEWRITER
MODEL NO. 2

From the Peter and Cornelia Weil Typewriter Archives, Newark, Delaware
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Diagrammatic Illustration of Parts of Demountable Typewriter

1. Line Space Lever (left)
2. Marginal Release Key
3. Tabulator Key
4. Shift Key (left)
5. Platen Knob (left)
6. Carriage Release Lever
7. Paper Release Lever
8. Paper Ball Release Lever
9. Paper Ball
10. Paper Guide
11. Paper Ball Roller
12. Paper Table
13. Line Finder
14. Ribbon Vibrator
15. Type or Center Guide
16. Paper Scale
17. Line Space Disengaging Lever
18. Line Space Gauge
19. Line Space Lever (right)
20. Carriage Release Lever (right)
21. Platen Knob (right)
22. Variable Line Spacing Plunger
23. Manual Ribbon Reverse Lever
24. Two Color Ribbon Shift
25. Back Space Key
26. Shift Lock
27. Shift Key (right)
28. Platen Clamp Lock Lever
29. Marginal Back
30. Marginal Stop (right)
31. Tabulator Scale
32. Tabulator Stop
33. Marginal Stop (left)
34. Carriage Stop
35. Platen Clamp Lock Lever
36. Platen Clamp (right)
37. Platen Clamp (left)
38. Ribbon Guide
39. Ribbon Reverse Lever Guide
40. Ribbon Spool
41. Ribbon Spool Cover
OPERATION Typewriters are in such general use that detailed instructions are unnecessary, but owing to the many special features of the Demountable Typewriter these few suggestions will help persons who have never used a Demountable.

INSERTING PAPER Pull paper bail release lever (Fig. 8) forward, (which holds rollers away from platen) feed paper against movable paper guide (Fig. 10) which insures uniform margin.

ADJUSTING PAPER Pull forward paper release lever (Fig. 7) (which permits moving paper easily) for ruled paper adjust any line parallel with top edge of paper scale (Fig. 16). Return paper release lever (Fig. 7) so that rubber rollers (Fig. 11) are against paper.

TILTING PAPER TABLE The Demountable Model No. 2 is equipped with a Tilting Paper Table, (Fig. 12). Tilting this paper table forward makes the marginal and tabulator stops easily accessible.

NOTE Demountables are equipped with paper fingers instead of the paper bail if so ordered.

TO SET MARGINS The length of the writing line is regulated by the Marginal Stops. The Marginal Stops (Fig. 30 and 33) are on the marginal rack (Fig. 29) at the back of the carriage. The one on the left (Fig. 33) controls the left margin and the one on the right (Fig. 30) controls the right margin. The rack is graduated to correspond exactly with the paper scale (Fig. 16) at the front of the platen. To change the position of these stops simply press finger on the roughened tops of marginal stops and slide to the position desired.

MARGIN RELEASE A touch on Marginal Release Key (Fig. 2) will unlock the type-bars and permit writing additional characters. By holding this key down the carriage can be drawn past either right or left margin stops.

WRITING ON CARDS No adjustments are necessary to handle any kind of card work. Feed cards into machine the same as paper. Set the rollers (Fig. 11) on paper bail rod so that both engage the cards. (The rollers are movable on the rod).

TO MAKE ERASURES Move the carriage to right or left so that erasings will not fall in vital parts of the machine. The Paper Bail can be moved forward so as to making it easy to get at words to be erased.

CARRIAGE RETURN AND LINE SPACING When the end of the writing line is reached, the carriage can be returned with one sweep of either hand to the right. Some Typists find it an advantage to use both levers. The use of these carriage return levers will automatically space for lines. To change the width of space between lines, move the line space gauge lever (Fig. 18) until the pointer indicates 1, 2 or 3 for single, double or triple spacing as may be desired.
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SHIFT LOCK When it is desired to write all capitals, depress the Shift Lock Key (Fig. 26) at the right side of the keyboard. Can be released by merely touching shift key.

VARIABLE OR FRACTIONAL LINE SPACING The Variable Line Spacer is operated by pushing IN and pulling OUT the nickel plunger at the outer end of the right hand platen knob (Fig. 21). When pushed in it releases the platen from the line space ratchet wheel. When released adjust the paper by turning the platen to the desired position. Pull out the plunger after placed in desired position, and it will again space in the regular way. A frequent use of this variable line spacer prolongs the life of the platen.

RELEASE CARRIAGE To release the carriage place hand on either platen knob, then press either Carriage Release Lever (Fig. 6), or (Fig. 20) with thumb and the carriage may be moved in either direction.

SCALES The Paper Scale (Fig. 16) and Tabulator Scale (Fig. 31) are numbered and graduated alike, and correspond with graduations on marginal rack (Fig. 29), so that it is a very simple matter of determining the margin desired, etc.

BACK SPACE A touch of the Back Spacer Key (Fig. 25) moves the carriage backward one space. It may be used in connection with tabulator, as explained at bottom of this page.

TABULATOR The scale (Fig. 31) on bar in front of Tabulator Rack at back of machine corresponds with the paper scale (Fig. 16) in front of platen. To tabulate figures in several columns, place (by pressing on roughened top) Tabulator Stops (Fig. 32) on rack at numbers where columns are desired. Press Tabulator Key (Fig. 3) and hold it until carriage stops. The first figure written will appear at the point indicated by position of Tabulator Stop.

NOTE Let the position of tabulator stop represent “hundreds” column. To tabulate “tens” strike space bar once after reaching the stop, for units strike space bars twice; for “thousand” press the back-spaceer key once; and so on.

TWO COLOR RIBBONS Immediately behind the top row of keys are two small buttons (Fig. 24) one red and the other black. When the black button is depressed the machine will write in whatever color is on the upper half of the ribbon, and when the red button is depressed the machine will write in whatever color is on the lower half of the ribbon.

PLACING NEW RIBBON Demount the typewriter by pulling out the Locking Device at rear and bottom of machine.

Then lift the Frame straight up and off by the handles on each side.

Wind all of the ribbon onto one of the spools by placing finger in depression on face of ribbon spool cover (Fig. 41), then unthread or remove ribbon from vibrator (Fig. 14). PULL OFF ribbon spool covers, unthread or remove ribbon from the four (4) ribbon guides (Fig. 38 & 39) (two on each side of ribbon vibrator). Now slip off old ribbon from empty core by removing metal clip. Save this clip and core as they must be used on new ribbon.
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being careful that the ribbon lays flat and not twisted. Insert ribbon into the four guides, (Figs. 38 and 39), being sure that eyelet near end of ribbon is below ribbon reverse lever guide, (Fig. 30); then replace the ribbon spool covers (Fig. 41). Now insert ribbon into ribbon vibrator, (Fig. 14), giving the ribbon a quarter twist so that ribbon is as shown in cut in lower left hand corner.

RIBBON The ribbon movement reverses automatically when ribbon is all wound on either spool. It may be reversed at any time, however, by moving the ribbon reverse lever (Fig. 23) up or down, as may be required.

STENCILS Depress ribbon shift buttons (Fig. 24) so that they project out about equal distant. Notice that in this position the ribbon does not move upward. See that the type is well cleaned before cutting stencil. The Demountable Typewriter with its demountable and easily cleaned features is superior to all others in all work, but it too needs to be kept absolutely clean from dermax after each stencil cutting.

REMOVE CARRIAGE Remove the carriage by pressing and turning the carriage stop (Fig. 34) one-fourth turn to the left. Then press the carriage release lever (Fig. 6) and run carriage to left. Now press on Marginal Release Key (Fig. 2) and continue running to the left until it is clear off.
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TO REMOVE THE PLATEN  
1st. Tilt the paper table forward and then push back the Platen Clamp Lock Levers (Fig. 28 and 35) releasing the two arms (Fig. 36 and 37) which hold the platen down.
2nd. Lift these arms up similar to opening a pocket knife.
3rd. Now take hold of the platen knobs (Fig. 5 and 21) and roll the platen up and out.
4th. The platen and rubber feed rollers may now be easily cleaned.

INTERCHANGEABLE PLATENS  
The Demountable is equipped with a Noiseless (Speedster) Medium or Hard rubber platen, also with a Brass Platen if desired. All are supplied in 11, 14 and 18 inch lengths. Any or all degrees of hardness may be used in the 11, 14 or 18 inch carriages. All Platens are easily and quickly interchanged.

WHERE AND HOW TO CLEAN  
The type-bar bearings should be kept clean by using the soft bristle brush supplied for that purpose. Use no Oil on these Parts. The groove of the carriage way-rod should be wiped out with slightly oiled cloth every morning. Occasionally wipe all nickel parts with oily cloth then with a soft dry cloth. Clean type every morning. Once a week wash-off Platen and all rubber feed rollers with a cloth moistened with a little alcohol. This will keep the paper from slipping.

OIL  
The Demountable Typewriter needs but little Oil. The machine is delivered with sufficient oil applied at the proper places to last for months. Cleaning is more important than oiling. Keep the machine covered when not in use. Oil the following parts and places once every three months:

HALF-SPACING  
If a letter is omitted from a word, the WORD should be erased and the correction made by moving the carriage back to proper position and by holding the space bar down while the first letter is typed, then release the space bar and again depress it while the next letter is being typed, and so on. The carriage spaces a half space on the downward stroke, and the remaining half of the space on the upward stroke. This tends to greater speed and makes possible the writing of diphthongs (Ει Οι Οι).

LINE SPACE DISENGAGE LEVER  
The Line Space Disengage Lever (Fig. 17) can be raised to secure the free platen.

WRITING LINES  
The various styles of carriages have writing lines as follows:

11" Carriage. 14" Carriage. 18" Carriage.
9" Writing Line. 12" Writing Line. 16¼" Writing Line.
FOUNDED 1911

Factory and Home Office

DEMOUNTABLE TYPEWRITER COMPANY

Fond du Lac, Wisconsin, U. S. A.